



# EASEMENT & COVENANT OF EASEMENT INITIAL SUBMITTAL CHECKLIST E-5

**Development Services**  
**Land Development Engineering**  
1635 Faraday Avenue  
442-339-2750  
[www.carlsbadca.gov](http://www.carlsbadca.gov)

Plan ID \_\_\_\_\_ Project Name \_\_\_\_\_  
Permit No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- This form is to be used for the plancheck processing of an easement, a covenant for easement, or an irrevocable offer of dedication.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- An appointment is required for the initial submittal. To schedule the appointment, call 442-339-2750 or email [landev@carlsbadca.gov](mailto:landev@carlsbadca.gov)
- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- In addition to the required hardcopies, PDF's of all items are required. See digital submittal standards on page 4.

**THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:**

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.*

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Completed and signed city Engineering Plancheck Application
- \_\_\_\_\_ 4. \*Four copies of the legal description of the easement or covenant for easement. Each legal description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A." For C.O.E., Exhibit A is the legal description for the burdened property. Exhibit B is for the benefitting property.
- \_\_\_\_\_ 5. \*Four copies of the plat, each on a separate 8 1/2" X 11" sheet labeled "Exhibit B." For C.O.E., label Exhibit C.
- \_\_\_\_\_ 6. \*One copy of traverse calculations of the area to be dedicated or covenanted signed and sealed
- \_\_\_\_\_ 7. One copy of preliminary title report (issued within six months of application)
- \_\_\_\_\_ 8. One copy of documentation providing authority to sign easement or covenant, if legal entity is other than an individual (e.g., legal entity is a corporation)
- \_\_\_\_\_ 9. Concurrent submittal required (as applicable): grading plans, improvement plans, map, etc.
- \_\_\_\_\_ 10. Plancheck fee
- \_\_\_\_\_ 11. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



# EASEMENT & COVENANT OF EASEMENT RESUBMITTAL CHECKLIST E-5

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ Permit No. \_\_\_\_\_

Project Name \_\_\_\_\_

Plancher No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancher No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- This form is to be used for the plancheck processing of an easement, a covenant for easement, or an irrevocable offer of dedication.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- In addition to the required hardcopies, PDF's are required for all items. See digital submittal standards on page 4.

## THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- \_\_\_\_\_ 1. This resubmittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of legal description, plat, review checklist, reports, and calculations
- \_\_\_\_\_ 5. Original and one copy of completed Security and Agreement data sheet
- \_\_\_\_\_ 6. \* \_\_\_\_\_ copies of the corrected legal description(s)
- \_\_\_\_\_ 7. \* \_\_\_\_\_ copies of the corrected plat
- \_\_\_\_\_ 8. \*One copy of corrected traverse calculations signed and sealed
- \_\_\_\_\_ 9. One copy of updated preliminary title report issued within 30 days of resubmittal
- \_\_\_\_\_ 10. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, map, other: see below
- \_\_\_\_\_ 11. Department comments: \_\_\_\_\_ Planning, \_\_\_\_\_ Parks & Recreation -Trails, \_\_\_\_\_ Eng P&P,  
\_\_\_\_\_ other-dept.: \_\_\_\_\_ (Distribution: to indicated departments)
- \_\_\_\_\_ 12. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



# EASEMENT & COVENANT OF EASEMENT FINAL SUBMITTAL CHECKLIST E-5

***Development Services***  
**Land Development Engineering**  
1635 Faraday Avenue  
442-339-2750  
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Plan ID \_\_\_\_\_ Permit No. \_\_\_\_\_  
Project Name \_\_\_\_\_  
Plancher \_\_\_\_\_ Project Engineer \_\_\_\_\_

- This form is to be used for the plancheck processing of an easement, a covenant for easement, or an irrevocable offer of dedication.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- In addition to the required hardcopies, PDF's are required for all items. See digital submittal standards on page 4.

## THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of legal description, plat, review checklist, reports, and calculations
- \_\_\_\_\_ 5. \*Four originals of the corrected legal description(s), signed and sealed
- \_\_\_\_\_ 6. \*Four originals of the corrected plat, signed and sealed
- \_\_\_\_\_ 7. One copy of updated preliminary title report dated within 30 days of submittal
- \_\_\_\_\_ 8. \*One copy of bound corrected traverse calculations, signed and sealed
- \_\_\_\_\_ 9. Originals of grant deed or covenant for easement and subordination agreements, as applicable, as prepared by city staff properly executed and notarized
- \_\_\_\_\_ 10. Concurrent final submittal(s) required, as applicable: grading plans, improvement plans, map, other: see below
- \_\_\_\_\_ 11. Department approvals: \_\_\_\_\_ Planning, \_\_\_\_\_ Parks & Recreation -Trails, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ other-dept.: \_\_\_\_\_
- \_\_\_\_\_ 12. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



## Digital Submittal Standards for Exhibits and Documents E-5

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### **Initial Submittal Standards for Exhibits and Documents**

- All PDF digital submittals shall be made via OneDrive or email. Email [landdev@carlsbadca.gov](mailto:landdev@carlsbadca.gov) to coordinate digital submittal.
- Exhibits and documents submitted via thumb drive or CD will not be accepted.
- All exhibits shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Exhibits shall be combined into one complete set, no individual sheet submittals
- Save files in black and white
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Exhibits and other documents must be submitted as a separate PDF for each document type (e.g. legal descriptions, plats, title reports, calculations, reports, etc.)

### **Resubmittal & Final Submittal Standards for Exhibits and Documents**

- All PDF digital submittals shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Exhibits and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements are the same as initial submittal standards, see above.

### **Naming Convention**

The names of the PDF's shall match the name of the item on the submittal checklist, as an example:

<u>Submittal Checklist Item</u>	<u>Name of PDF</u>
1. This submittal checklist	1. Submittal checklist
2. Transmittal from engineer of work...	2. Transmittal
3. Completed and signed city application...	3. Application